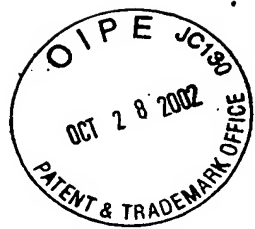


FIG. 1



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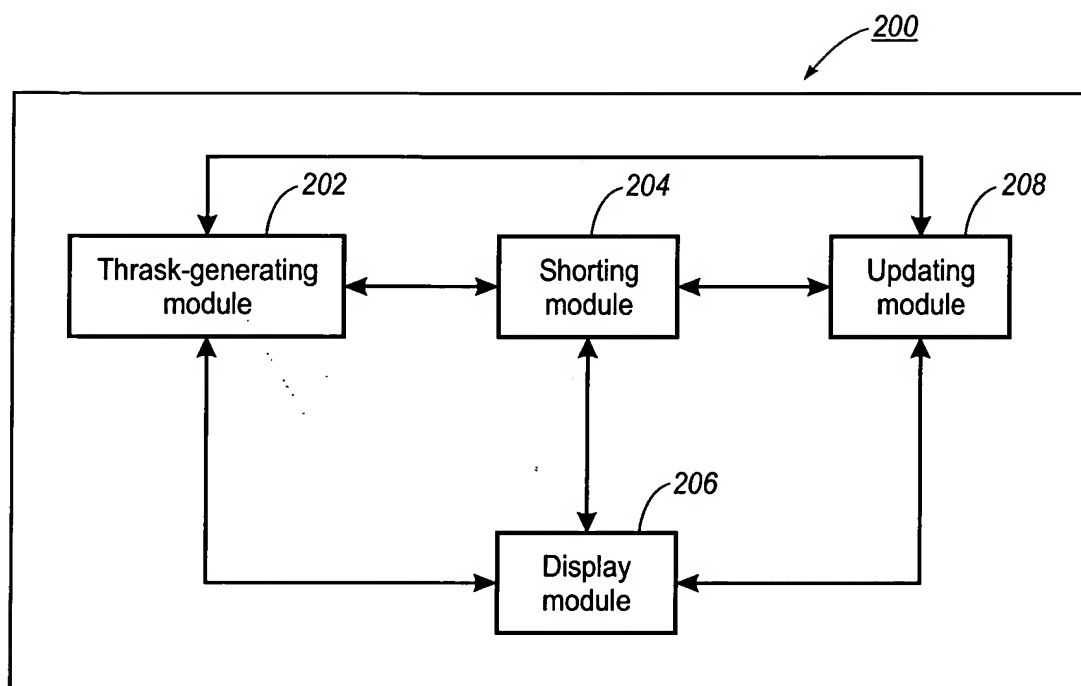


FIG. 2

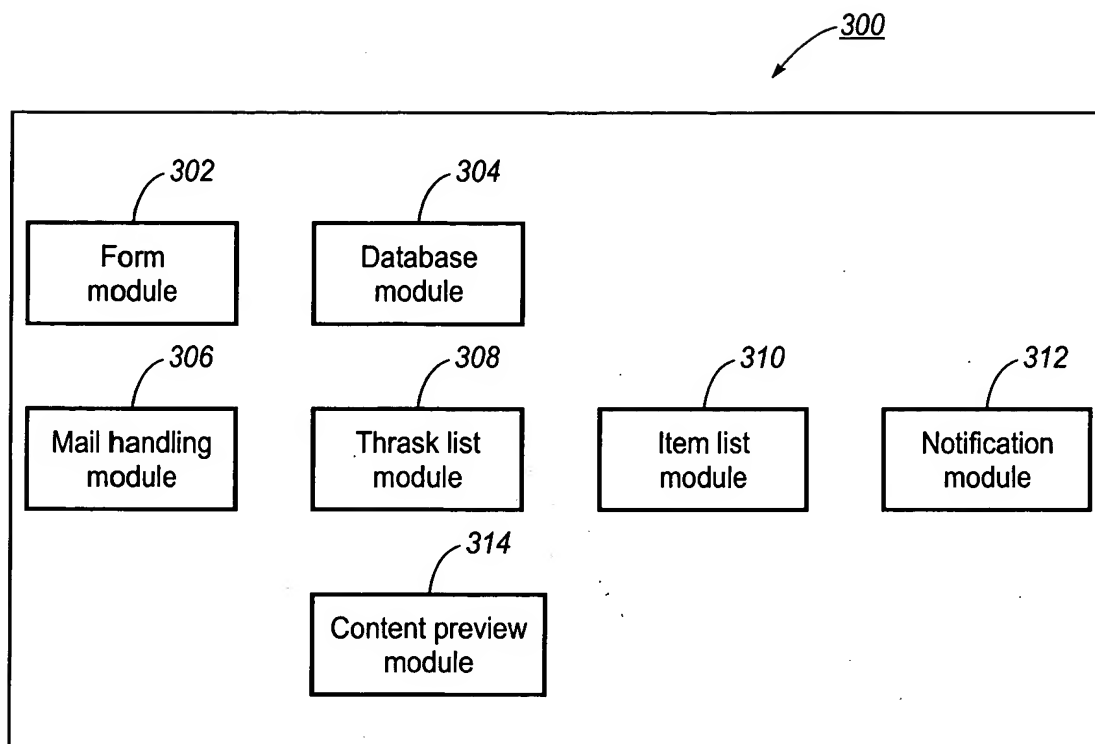


FIG. 3

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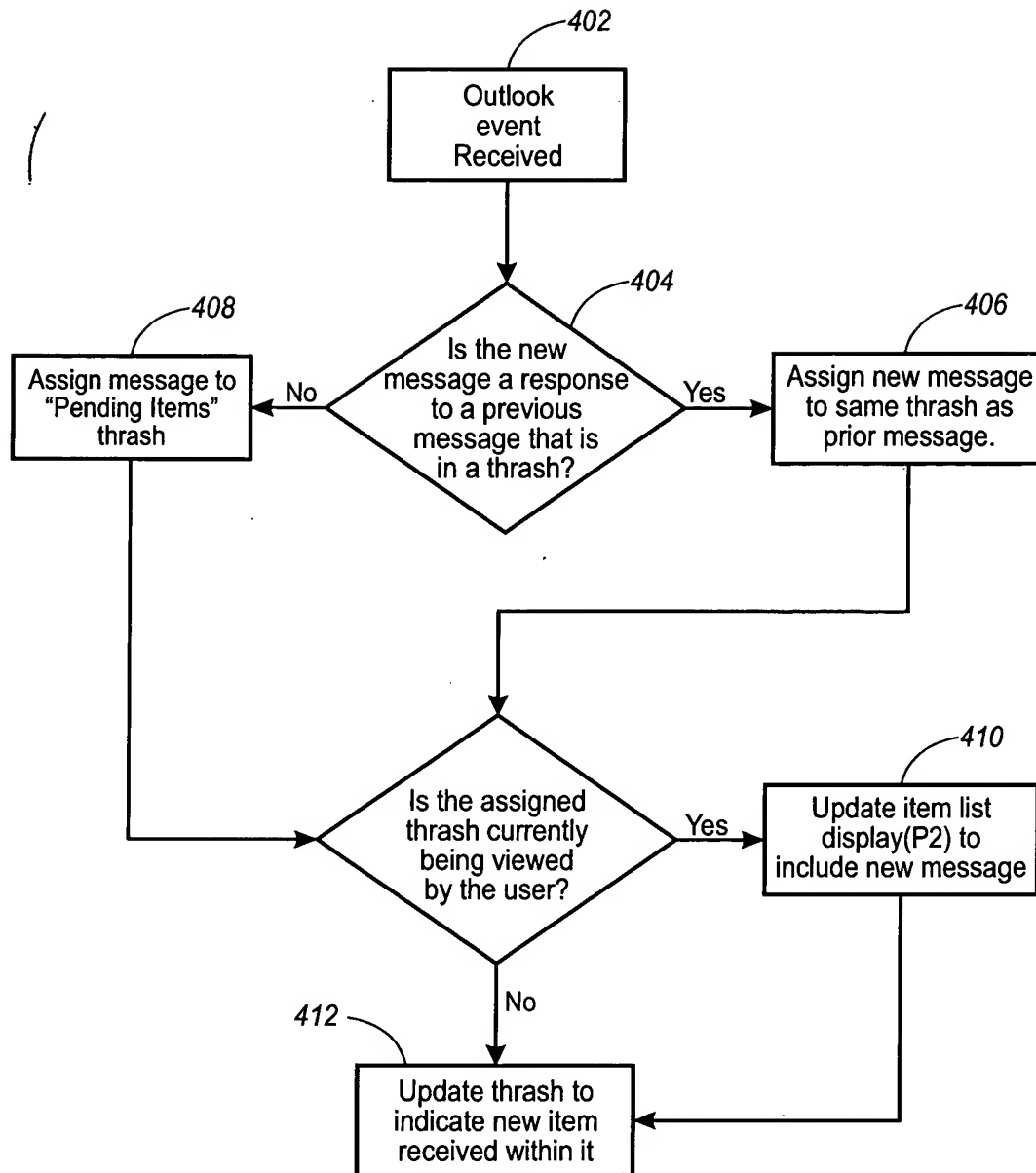


FIG. 4

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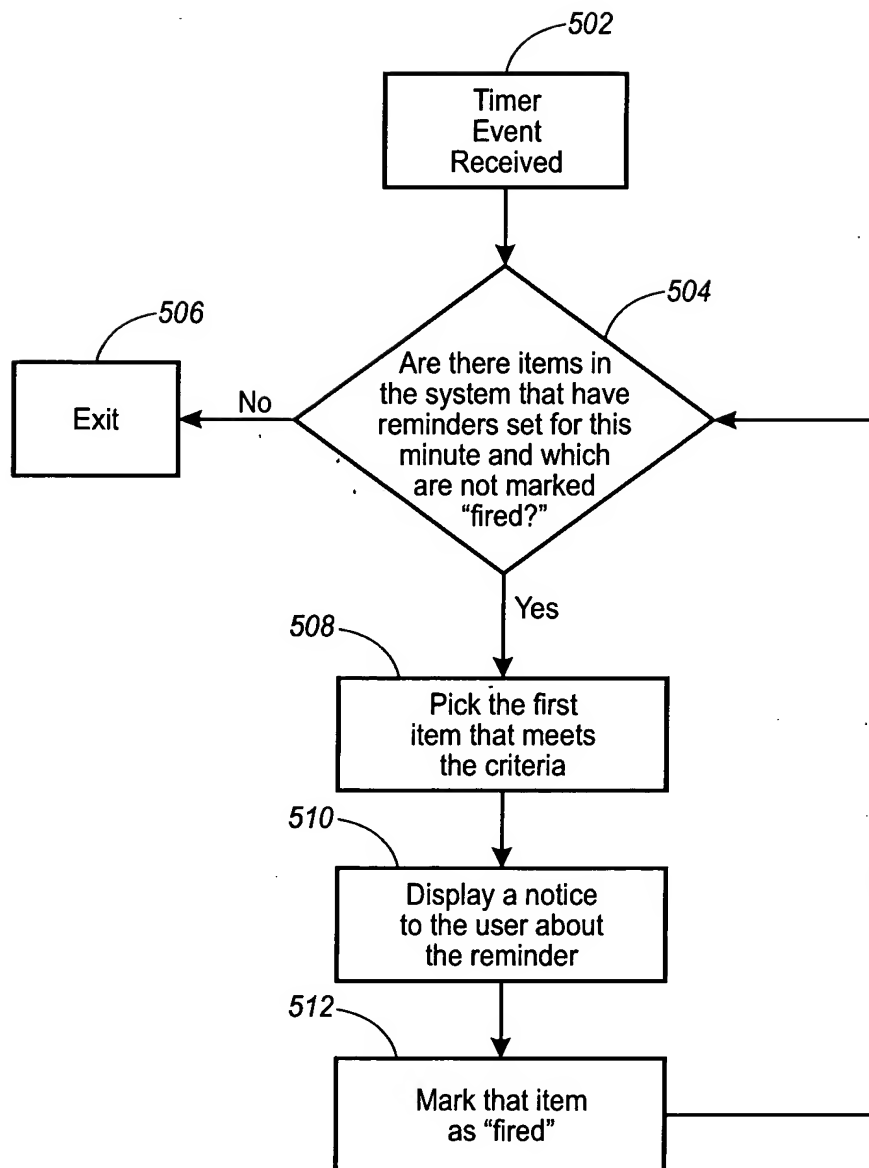


FIG. 5

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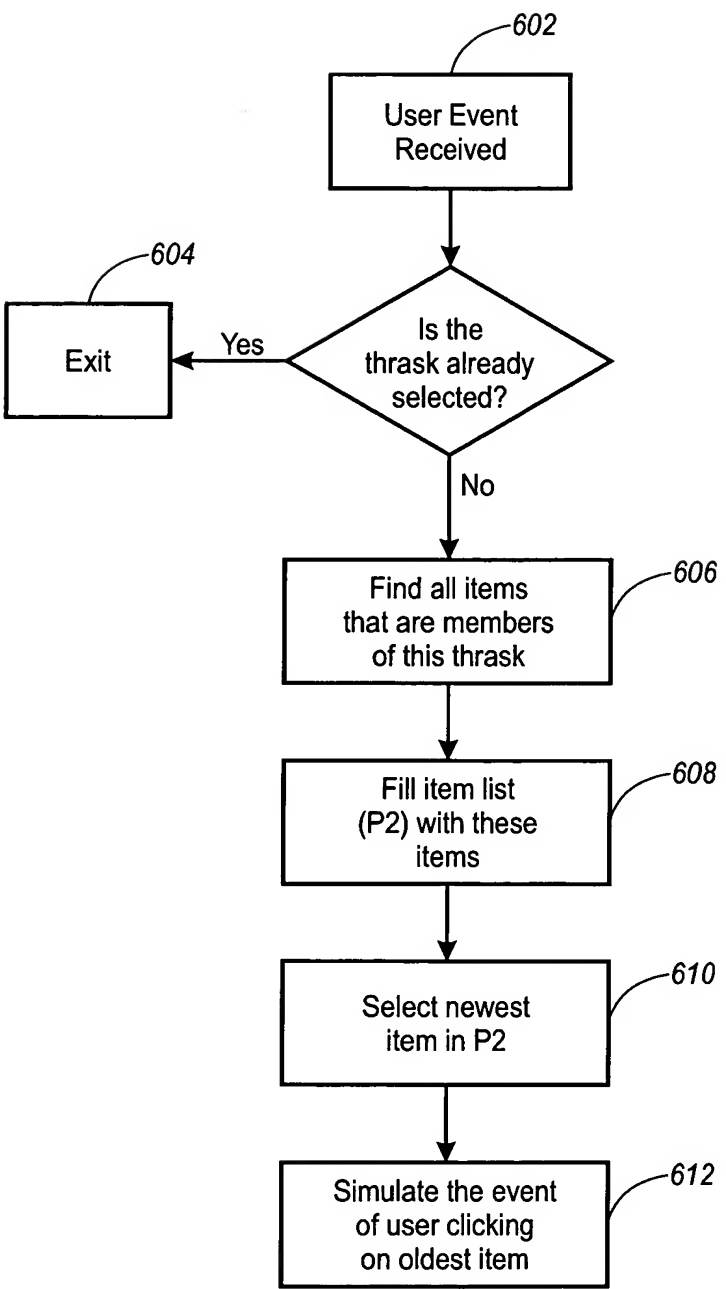


FIG. 6

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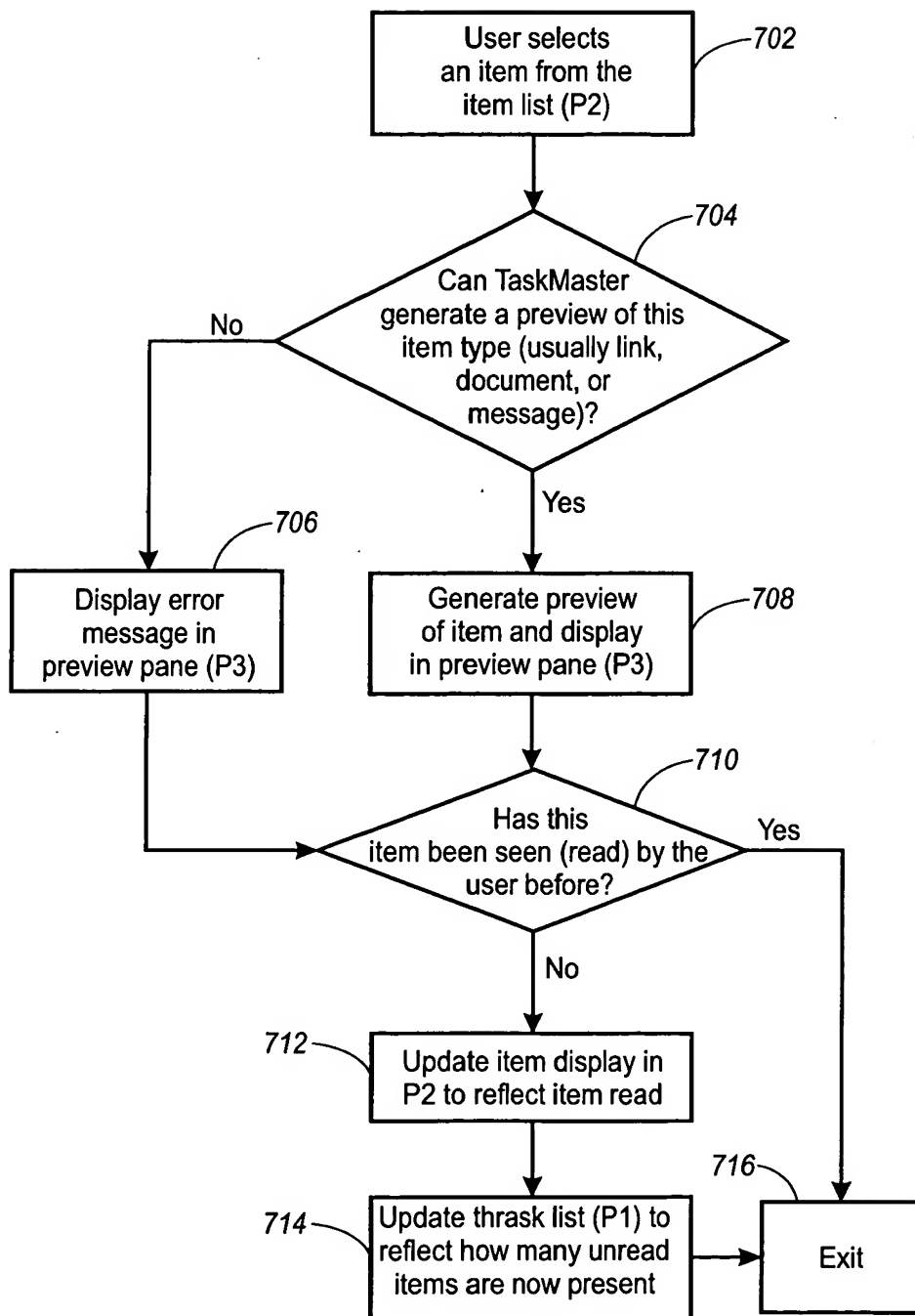


FIG. 7



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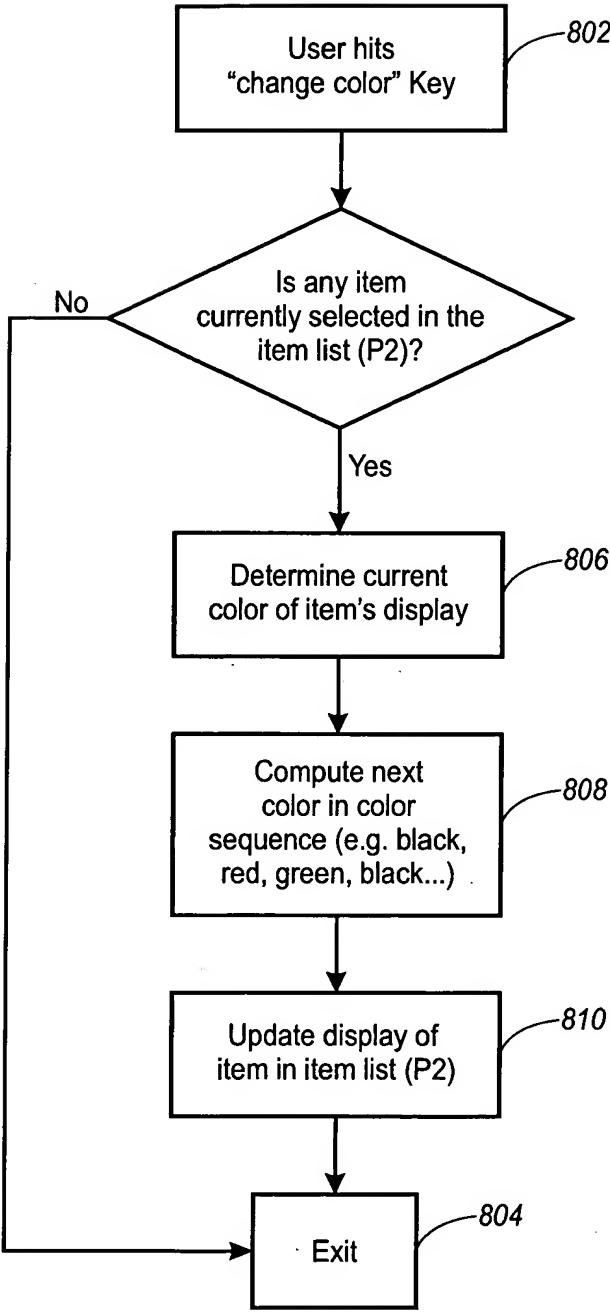


FIG. 8





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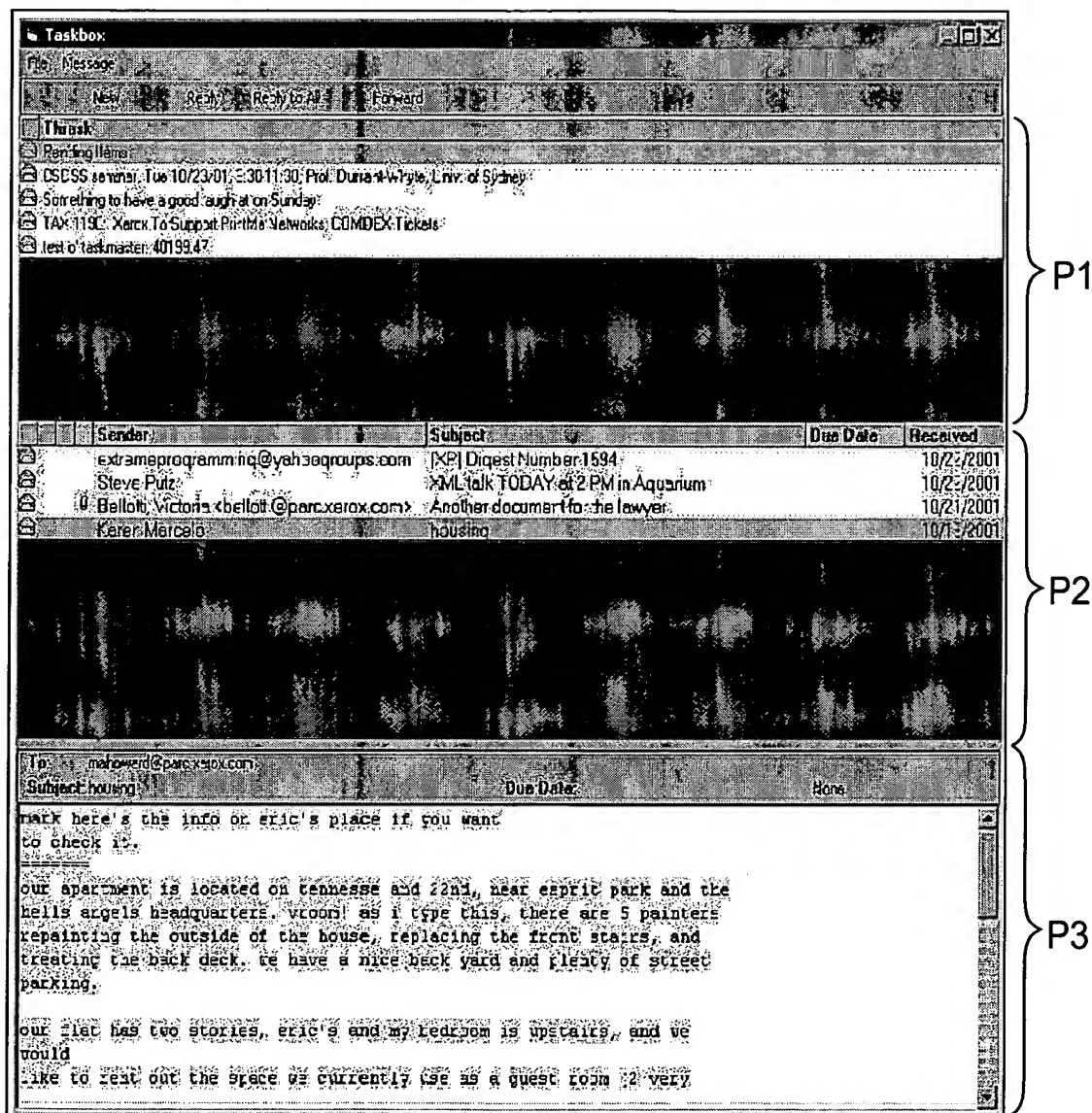


FIG. 9



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Title	Options	Due	Balls	Most Recent Sender	Date	Notes
Incoming New Items				Mata Hari	10/27/01	Call with cha
Purchasing				Imelda Marcos	10/17/01	
Talks and events				George Bush	09/22/01	Empty crisp
SHY2003 Reviews				Don Norman	10/01/01	
Appraisals				Bart Simpson	10/27/01	Send new for
Cloud 9				Diana Spencer	10/27/01	
End of the Rainbow				Dorothy Gale	10/26/01	
Expenses				John Doe	10/27/01	

FIG. 10



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End of the Rainbow	Items due action	Dorothy Gale	Change item status
	All deadlined items	John Fido, Wanda W...	Reply
	Most recent senders	John Lion	New message to
	All senders/recipients	MeetingMinutes.doc	All messages from
	Make event/appointment		
	Include item/document		
	Include link		
	Defer		

FIG. 11



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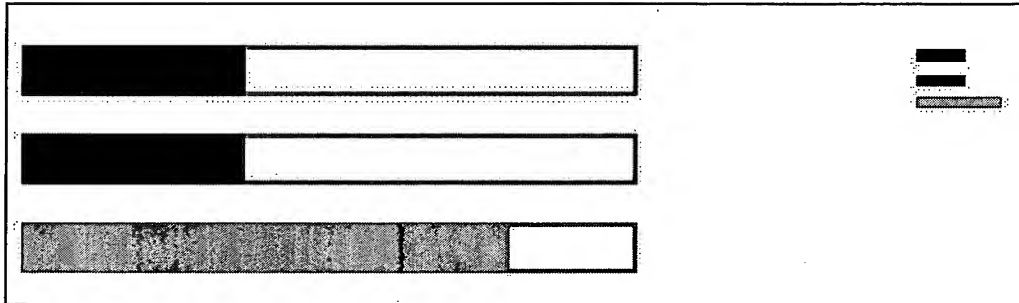


FIG. 12

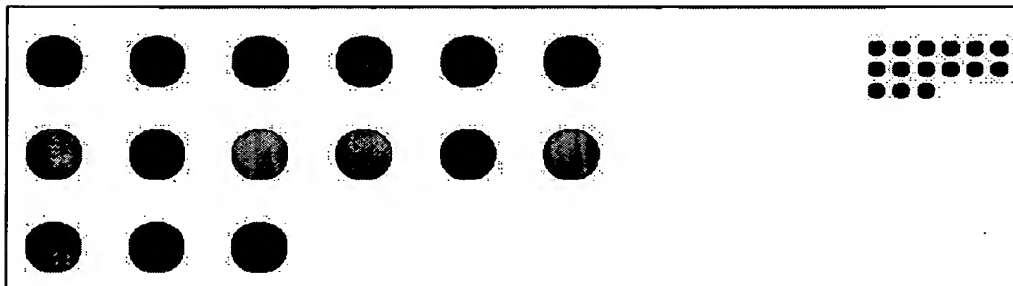


FIG. 13



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?	\$	Sender	Subject	Options	Arrived	Due	Slicky Notes
		Alice Anderson	Re: Budget Meeting	►	Today 3:15pm	🕒	Call John
	📎	Elizabeth Tailor	Agenda2.doc	►	Today 2:05pm		
		Clark Gabe	Not coming	►	Today 11:47am		Find replacement
		Alice Anderson	Tuesday calls log	►	Today 10:22am	🕒	
		Alice Anderson	To do	►	Yesterday 5:39pm	🕒	
	✉	Marilyn Munroe	Slides and handouts	►	Yesterday 5:31pm		
	📎	Marilyn Munroe	FutureFast.ppt	►	Yesterday 5:31pm		
	📎	Marilyn Munroe	Handouts.doc	►	Yesterday 5:31pm		
	✉	John Spiggins	Re: Budget Meeting	►	10/25/01 8:35pm		
	👤	John Spiggins	http://www.stars.com/plbs/rep...	►	10/25/01 8:35pm	🕒	
	✉	Marilyn Munroe	Re: Carpool anyone?	►	10/22/01 11:36pm		
		Richard Button	Carpool anyone?	►	10/22/01 11:19pm		
	📎	Alice Anderson	Budget Meeting?	►	10/21/01 9:58pm	🕒	

1402

1403

1401

1421

1404

1422

1405

FIG. 14





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Phone Note

Sender

Alice

Subject

Schedule

Deadline

20/3/2001

Reminder

13/3/2001

Action for Me

4

Other

Alice called about  
schedule

TaskMaster

	Sender	Subject	etc
<input checked="" type="checkbox"/>	Alice	Schedule	etc
<input checked="" type="checkbox"/>	Jayne	Budget	etc
<input checked="" type="checkbox"/>	Jon	Hot tip	etc
<input checked="" type="checkbox"/>	Fred	Hello	etc
<input checked="" type="checkbox"/>	Jayne	Budget	etc
<input checked="" type="checkbox"/>	Jon	Hot tip	etc

FIG. 16

The deadline for the following item has arrived—it is someone else's action:  
Message Title: Please send the estimates

Ok    Open Item    Respond

Template reply to item	Polite request
Auto reply to item	Urgent reminder
Reassign item	Formal demand
Forward item	Blank message
Archive item	
Delete item	
Archive item	
Defer item	

FIG. 17



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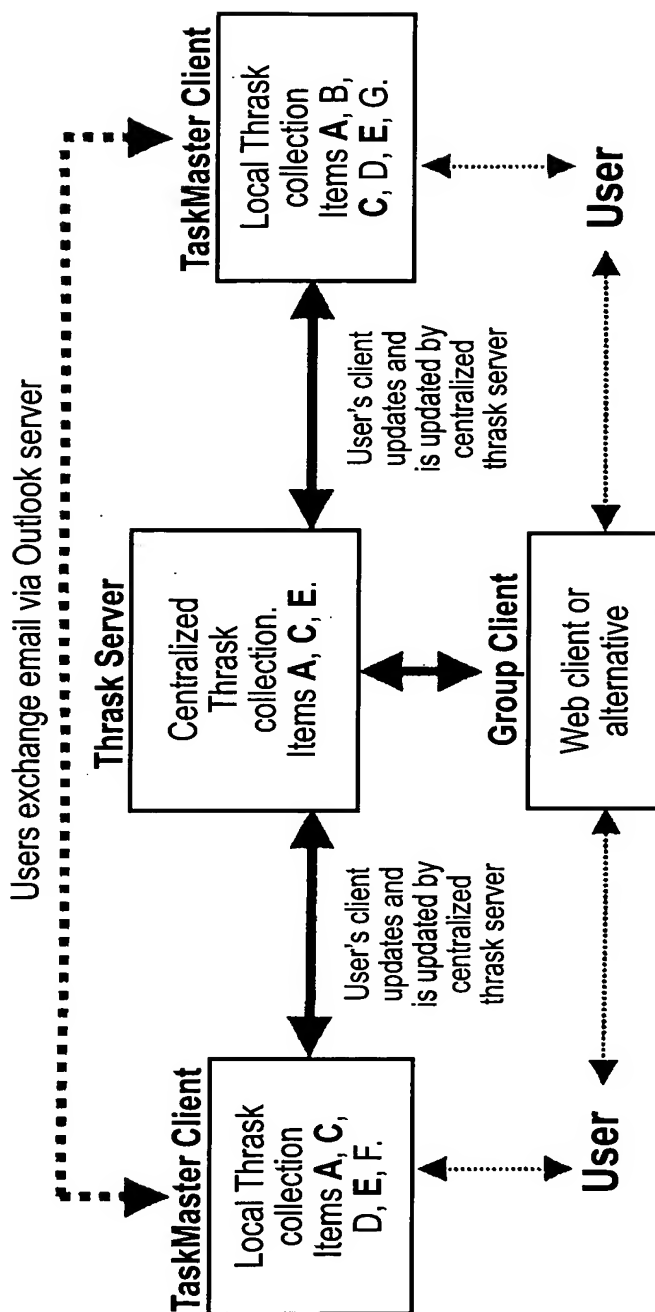


FIG. 18



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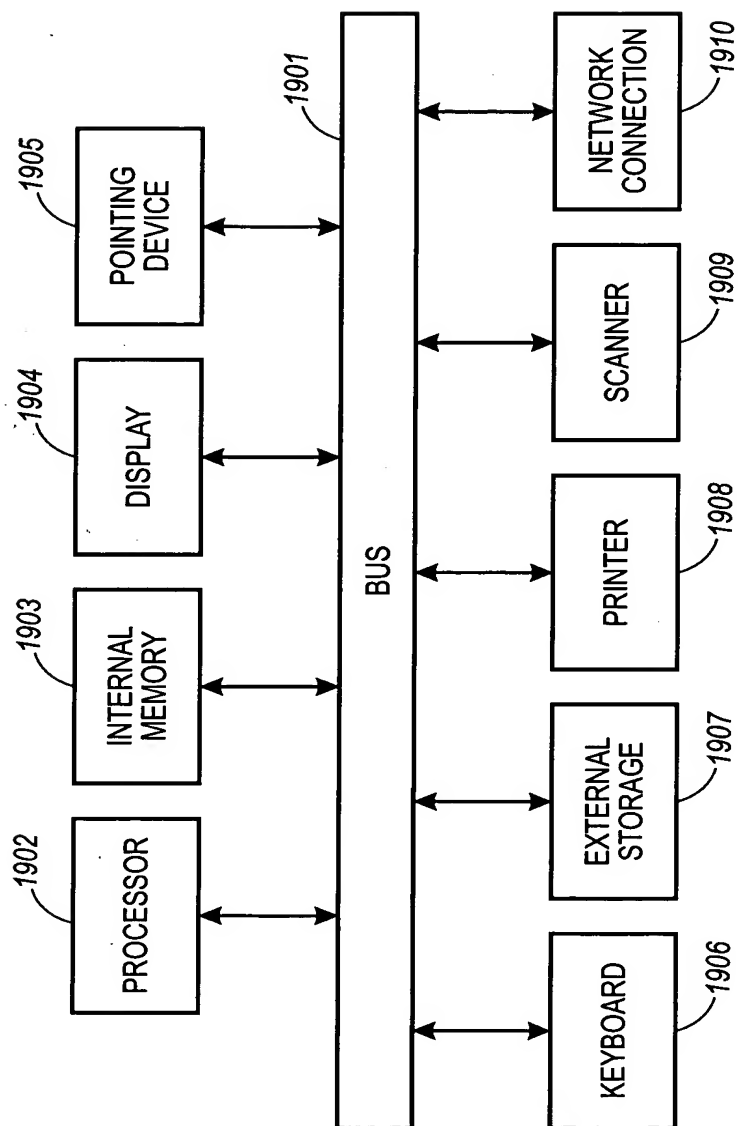


FIG. 19